

The Corporation of the Town of Tillsonburg

Founder's Day Subcommittee

MINUTES



Monday, April 7, 2025
4:30 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Carrie Lewis
Joan Weston
Doug Cooper
Penny Esseltine
Michelle Wegg

Regrets: Rosemary Dean

Staff: Duncan Bryce, Records and Legislative Coordinator
Kathleen Watkin, Culture and Heritage Programs Coordinator
Kate Bakos, Cultural Heritage Manager/Curator

1. **Call to Order**

The meeting was called to order at 4:32 p.m.

2. **Adoption of Agenda**

Resolution # 1

Moved By: Doug Cooper

Seconded By: Carrie Lewis

THAT the agenda as prepared for the Founder's Day Subcommittee of April 7, 2025 be approved.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Joan Weston

Seconded By: Doug Cooper

THAT the minutes of the March 31, 2025 Founder's Day Subcommittee meeting be approved.

Carried

5. Presentations

5.1 Commemorative Tree Planting - Adam Kannawin

Adam Kannawin, Manager of Parks and Facilities, provided an overview of this item to the Committee.

Commemorative Tree Planting at Annandale House – likely a large Tamarack. Approximately 200 saplings to be given away on Founder's Day Event to help with the urban forest and Town beautification. RCP staff initiative. Hold a plaque and tree unveiling at Annandale house at 11:00 a.m., October 18.

6. General Business & Reports

6.1 Founder's Day Working Document

Scholten Environmental has agreed to sponsor the lumberjack event by lending a large waste bin free of charge for the lumberjack event.

6.2 Budget

Kathleen Watkin, Culture and Heritage Programs Coordinator, can sign off on up to \$1000, Kate Bakos, Cultural Heritage Manager/Curator can sign off on up to \$15,000.

Kate has offered to make an accessible spreadsheet documenting spending from the budgeted amounts.

6.3 Banners

Kathleen provided the subcommittee will the following information:

No banners will be hung up until after TurtleFest, which is on June 14, 2025.

Communications staff will design the banners for the event. Once designs are complete, they will be brought to the Subcommittee to view.

6.4 Sponsorship

It was noted that once sponsors are received, there should be a detailed list documenting all the information regarding the sponsorship.

Committee members Wegg and Weston are taking the initiative of garnering sponsorships.

6.5 Opening Ceremony

Subcommittee member Weston provided an overview of the program pamphlet from the Canada 150 event to give Subcommittee members an idea of how the Founder's Day Event opening ceremony could look.

6.6 Booth at TurtleFest

TurtleFest is June 14. Subcommittee discussed potentially submitting a request to the BIA via website to have a booth at event.

If a booth is set up, volunteers would need to be gathered and be there to have it setup by 11:00 a.m. There must be someone there until 7 p.m. Kathleen suggests setting up a booth at Annandale house if there is not enough volunteers.

6.7 Food Trucks

Subcommittee discussed asking Subcommittee member Dean to help with the organization of food trucks.

6.8 Jeff Helsdon - Walk Update

Kathleen updated Subcommittee that Jeff Helsdon will be walking from Normandale to Delhi and write about his experience. The date is to be determined.

6.9 Newspaper: 200th Anniversary Special Edition

Jeff wants to do a 200 anniversary special edition, Kathleen provided this information. Majority of the stories would have to come to from the community.

7. Next Meeting

The next meeting will be on Tuesday, 4:30 p.m., April 22, 2025 at the Customer Service Centre Board Room at 10 Lisgar Avenue.

8. Adjournment

Resolution # 3

Moved By: Doug Cooper

Seconded By: Carrie Lewis

THAT the meeting be adjourned at 5:38 p.m.

Carried